

# Weekly Executive Status Report

Project: Statewide Voter Registration System

Project Manager: W. Gary Bush gbush2@covansys.com

For Week Ending: 24-Jun-05

Project Schedule: 115 days used of 336 total project days 34%

of implementation schedule expended

#### **Project Highlights**

The following represent the most important facts about the project as of this status report:

### Phase 3 (Design) Underway

- All requirements completed. Open questions being detailed. Reports and Letters have been received (exc. Spanish copy).
- Database design and field mappings in final review.
- Architectural Design and Component Definition being reviewed.
- Development Schedule set to support UAT.

## **Business Transition Change Management Plan Underway**

- Final four county visits are scheduled for this week. Potential Training sites being detailed in each county.
- Compiling Training information and developing schedules for Track 1 and Track 2 classes..
- Third Newsletter being assembled.
- Process change documentation continues.

#### Initial Hardware Purchases Initiated.

- Final user hardware distributions by county were sent to counties for confirmation.
- Central Server hardware received in CT. Costing and Change Orders of extra (print) servers for counties underway.
- AT&T data lines are ordered. Installation schedules being fixed to meet start-ups by county.
- State has detailed MS Office cost for user PC's. Acquiring installation CD and key for PC image.

#### Initial Data Conversion Collections Completed or Scheduled

- Bergen data was sent on CD's by the vendor for complete file and image extraction.
- Passaic to be visited this week to collect data to replace previous VR-only submission.
- Exception reports for 1st cycle conversions sent out for all counties. Passaic county only included VR data. Will regenerate new reports, when backup tapes are received
- Rules Matrix is being prepared for initial Data Cleansing.

## DIA Agency interfaces being finalized

- MVC full data extract download for duplicate checking has been dropped from consideration
- MVC interface will be a real-time system with dual routing capability between MVC and SSA (AmviNet).
- DHSS and felon interfaces will be extract file downloads

# **Recent Accomplishments**

The tasks listed below were completed recently by the project team:

Project Plan Phase Key	Task	Who	Start Date	Scheduled Complete Date	Comments
P3a	Detail Architectural Components (Hardware, Software, Design)				Software issues pending FRSD's. Final county HW counts being updated.

# Work in Progress

The tasks listed represent the activities in which the team is engaged the week following this reporting period.

Project Plan				Scheduled Complete	
Phase Key	Task	Who	Start Date	Date	Comments
P7b1	Prepare External Interface Integration Design Document		Delayed	30-Jun	Meetings with DIA's completed. AOC rescheduled for next week. MVC details still need clarification. Delays causing concern to meet plans.
P7a2	Complete Database Changes, Loads, Conversions		Delayed	30-Jun	Waiting on Passaic County image data to be loaded
P7a2	Conduct Internal Testing (Interface, Integration, Load, Migration, System, Network)		Delayed	15-Jul	In progress

## **Coming Events**

# **Upcoming Activities**

The events listed below are highlights scheduled for the near future of the project.

_			Scheduled	
			Complete	
Status	Event	Start Date	Date	Comments
Scheduled	Weekly Team Status Meetings	17-May	On-going	Every Tuesday @ 9:30AM

Planned	Beginning of 2nd Data Pulls for all counties	5-Jul	5-Aug	Final corrections of 1st pull data must be completed by
				the counties.
Planned	Release TADD with Key IT State Stakeholders	30-Jun	8-Jul	Designs being completed & reviewing internally
Scheduled	Coding efforts into full swing	30-Jun	12-Sep	Updates through UAT period

Project S	Scope Changes					
ı	The foll	lowing changes to the project scope have be	<del></del>	y Covansys to	The State of	New Jersey
			Change Request	CR Approval		
	CR Status	Change Request	Owner	Date	CR Impact	Comments
	Accepted	Addition of 6th county to Pilot Group	WG Bush	4-Apr-05	Medium	6th county now confirmed
	Approved	All-Oracle Database for all servers	WG Bush	18-May-05	Medium	Cost reduction has been quantified.
	Researching	Workflow changes for DIA screens	WG Bush	TDB	Medium	Effort being estimated by PCC
	Researching	Proposal to Purchase Print Servers for	WG Bush	TDB	Large	State will purchase this HW through Covansys.
		each county (21)				

# **High Level Project Schedule**

D	Task Name	Duration	Start	Mar
1	New Jersey Statewide Voter Registration System (SVR	728 days	Tue 3/1/05	2/21   3/13   3/21   4/10   4/24   3/0   3/22   5/3   5/18   1/3   1/11   1/31   8/14   8/28
2	Phase 1 - Project Initiation Phase	34 days	Tue 3/1/05	
40	Milestone 1 - Project Kickoff Meeting Completed	0 days	Wed 3/9/05	♦
11	Milestone 2 - Application Demonstration Completed	0 days	Wed 3/16/05	
12	Phase 2 - Business Needs Assessment / Gap Analysis	46 days	Wed 3/9/05	<b>▼</b>
43	P2a - Gap Analysis	34 days	Wed 3/9/05	
54	P2b - Functional Requirements Specification Document (FRSD)	18 days	Thu 4/7/05	
32	P2c - Requirements Traceability Matrix(RTM) Baseline	25 days	Thu 4/7/05	
39	P2d - Organizational Change Management Initialization	20 days	Mon 4/11/05	
32	P2e - County Site Surveys	41 days	Tue 3/15/05	
37	Milestone 3 - Requirement Documents Accepted	0 days	Wed 5/11/05	
38	Phase 3 - Design and Implementation Planning	77 days	Tue 5/3/05	
39	P3a - Technical Architecture Design Document (TADD)	34 days	Tue 5/3/05	<del>                                    </del>
90	P3a-Review Gap Analysis, Business and Technical Requirements	5 days	Tue 5/3/05	
91	P3a-Detail Overview, Objectives and Assumptions	5 days	Tue 5/3/05	
2	P3a-Detail Architectural Components (Hardware, Software, Design)	7 days	Tue 5/10/05	
93	P3a-Detail Development Environment	5 days	Thu 5/19/05	
14	P3a-Detail System Architecture	5 days	Thu 5/26/05	
5	P3a-Detail Logical Data Model and DDL	3 days	Fri 6/3/05	
16	P3a-Prepare/Distribute Draft Technical Architecture Design Document (Internal QA Review)	3 days	Wed 6/8/05	
97	P3a-Distribute/Review/Revise TADD with Key IT State Stakeholders	3 days	Mon 6/13/05	
18	P3a-Review/Submit/Obtain Signoff of TADD	3 days	Thu 6/16/05	
9	P3b - Hardware and Software Deployment and Installation Plan	17 days	Tue 6/21/05	
09	P3c - Data Modeling and Database Design	17 days	Tue 5/3/05	
10	P3c-Review FRSD, TRD and TADD	1 day	Tue 5/3/05	
11	P3c-Conduct Data Modeling Sessions To Confirm Modifications	5 days	Wed 5/4/05	
12	P3c-Identify and Document Data Model Gaps and Required Changes	5 days	Wed 5/4/05	
13	P3c-Prepare Data Model and Database Design Document	5 days	Wed 5/11/05	
14	P3c-Distribute/Review/Revise with Key Stakeholders	3 days	Wed 5/18/05	
15	P3c-Review/Submit/Obtain Signoff of Data Model/Database Design Docur	3 days	Mon 5/23/05	
16	P3d - Training and Post Implementation Support Plan	31 days	Thu 5/12/05	
17	P3d-Clarify and Define Training Needs, Requirements and Audience	5 days	Thu 5/12/05	
18	P3d-Conduct Training Analysis	10 days	Thu 5/19/05	
19 20	P3d-Conduct User Assessments P3d-Identify Training Modules and Lessons	10 days 10 days	Thu 5/19/05 Thu 5/19/05	
21	P3d-Identify Types of Training Materials to be Developed	10 days	Thu 5/19/05	
22	P3d-Identify Training Locations and Resources	10 days	Thu 5/19/05	
23	P3d-Prepare Detailed Training Plan and Approach	5 days	Fri 6/3/05	
24	P3d-Prepare Post Implementation Support Plan and Approach	3 days	Fri 6/10/05	
25	P3d-Distribute/Review/Revise with Key Stakeholders	3 days	Wed 6/15/05	
26	P3d-Review/Submit/Obtain Signoff of Training and Post Implementation Si	5 days	Mon 6/20/05	
27	P3e - Organization Change Management Pre-Implementation	74 days	Fri 5/6/05	
41	Milestone 4 - Detail Design Completed	0 days	Wed 5/25/05	
42	Phase 4 - Software Modification and Testing	119 days	Mon 5/9/05	<b>│</b>
43	P4a - Application Configuration/ Development	61 days	Mon 5/23/05	
55	P4b - User Acceptance Test Plan (Application with Conversion Data)	24 days	Mon 5/9/05	
56	P4b-Review Functional Requirements Specification Document	1 day	Mon 5/9/05	
57	P4b-Identify State User Acceptance Criteria	5 days	Tue 5/10/05	
58	P4b-Prepare a User Acceptance Test Strategy	5 days	Tue 5/10/05	
59	P4b-Prepare a User Acceptance Test Plan	5 days	Tue 5/10/05	
60	P4b-Create Test Cases for New/Changed Functionality	10 days	Tue 5/17/05	
31	P4b-Create Test Cases for Conversion/Data Migration	10 days	Tue 5/17/05	
2	P4b-Create Test Cases for Interfaces	10 days	Tue 5/17/05	
3	P4b-Distribute/Review/Revise with Key Stakeholders	3 days	Wed 6/1/05	
34	P4b-Review/Submit/Obtain Signoff of UAT Plan	5 days	Mon 6/6/05	
5	P4c - Pilot Implementation and Support Plan	25 days	Fri 7/15/05	
71	P4d - Training Materials and Documentation	30 days	Wed 7/20/05	
77	P4e - Application Manuals and Supporting documentation	45 days	Fri 8/12/05	<u> </u>
34	P4f - User Acceptance Testing	32 days	Thu 8/11/05	
)5	P4g- Establish Managed Server Sites	50 days	Tue 6/21/05	<u> </u>
0	P4h - Organizational Change Management Implementation	46 days	Mon 8/22/05	
17	Milestone 5 - User Acceptance of Full Function Application Beg	0 days	Fri 8/19/05	
17 18	Milestone 6 - User Acceptance of Full Function Application	0 days	Mon 9/26/05	

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218	Milestone 6 - User Acceptance of Full Function Application	0 days	Mon 9/26/05
240	Completed	F7 1	TI 0/40/05
219	Phase 5 - Pilot Implementation	57 days	Thu 8/18/05
220	P5a - Pilot Selection and Training	21 days	Thu 8/18/05
228	P5b - Pilot Installation and Support	48 days	Wed 8/31/05
238	Milestone 7 - Production Installation Certification	0 days	Thu 9/1/05
239	Milestone 8 - Pilot Site Implementation Completed	0 days	Mon 11/7/05
240	Phase 6 - Staged Rollout and Deployment - Remaining Sites	29 days	Tue 11/8/05
241	P6a - Training and Assessment Survey for Full Production	29 days	Tue 11/8/05
245	P6b - Full Deployment and Production Implementation Tracking	29 days	Tue 11/8/05
255	Milestone 9 - All Users Trained	0 days	Mon 12/12/05
256	Milestone 10 - Implementation Complete to all Sites	0 days	Mon 12/19/05
257	Phase 7 - Conversion and Interface	197 days	Mon 3/14/05
258	P7a - Data Conversion	197 days	Mon 3/14/05
259	P7a1 - Data Conversion and Migration Plan	17 days	Mon 3/14/05
268	P7a2 - Data Conversion Results Cycle 1	35 days	Wed 4/6/05
269	p7a2 - Collect data from each data source	30 days	Wed 4/6/05
270	P7a2 - Data Conversion program Development	15 days	Wed 4/6/05
271	P7a2-Complete Code Enhancement and Interface Development Per N	15 days	Wed 4/6/05
272	P7a2-Complete Database Changes, Loads, Conversions	15 days	Wed 4/6/05
273	P7a2-Perform/Document QA Reviews (Developer, Peer, Team)	15 days	Wed 4/6/05
274	P7a2-Conduct Internal Testing (Interface, Integration, Load,	15 days	Wed 4/6/05
	Migration, System, Network)		
275	P7a2 - Process Data through Conversion Programs	15 days	Wed 4/27/05
276	P7a2 - Distribute Cycle reports to each data source contact person	5 days	Wed 5/18/05
277	P7a3 - Data Conversion Results Cycle 2	90 days	Wed 5/25/05
284	P7a4 - Data Conversion Results Cycle 3	74 days	Tue 9/6/05
293	P7b - Interface	143 days	Tue 3/15/05
294	P7b1 - External Interface Design Document	48 days	Tue 3/15/05
295	P7b1-Conduct Integration JAD Sessions with Relevant Parties	10 days	Tue 3/15/05
296	P7b1-Prepare High-level Data Flow Diagrams for Interfaces	10 days	Tue 3/29/05
297	P7b1-Prepare External Interface Integration Design Document	10 days	Tue 4/12/05
298	P7b1-Develop Conceptual Definition of Module Interfaces and NW Infrastructure Design	10 days	Tue 4/26/05
299	P7b1-Distribute/Review/Revise with Key Stakeholders	3 days	Tue 5/10/05
300	P7b1-Distribute/Review/Revise With Rey Statemolders  P7b1-Review/Submit/Obtain Signoff of External Interface Design Doi	5 days	Fri 5/13/05
301	P7b1-Review/Submit/Cottain Signor of External interface design bot	95 days	Fri 5/20/05
305	Phase 8 - Project Close-out and Transition to Maintenance	311 days	Tue 10/11/05
303	and Support	311 udys	Tue 10/11/03
330	Milestone 11 - Project Close-out and Transition to	0 da	Wed 2/1/06
330		0 days	vvea 2/1/06
224	Maintenance and Support Completed	225 -1-	T 2/4/25
331	Ongoing Project Management	235 days	Tue 3/1/05
411	Comprehensive Full Service Support	260 days	Fri 12/29/06
416	Milestone 12 - Maintenance and Support Complete	0 days	Mon 12/31/07